

Procedures and Policies 2017-2018

It is mandatory for every organization to have a policy, a plan and a set of principles to ease governance within the organizational set up. An educational institution has to follow the policies and procedures in its day to day functioning. Hence each organization has to constitute some committees.

The college has special committees like library committee, sports committee, cultural committee etc. The policy of the college on physical, academic and support facilities is in consonance with the statutory norms pertaining to UGC, NCTE and Osmania University. The policy of the college is primarily focused on quality of education.

Physical facilities

Every organization needs well defined infrastructure to run the college efficiently. Infrastructure reflects the status and quality of the establishment. Procedure is followed as per the policy of the Institution. To decide on major purchases the immediate management takes a decision. Budget committee meeting is convened and subject to availability of funds the decision is taken. In the next stage the finance committee meeting is convened and if the proposal is viable it is recommended to the purchase committee. Finally if it is a minor requirement, the purchase is out rightly made. In case of massive renovation or construction it is placed in the Administrative committee and Governing body meetings for their approval. For all these meetings agenda is prepared, meetings are conducted and minutes are circulated to the members.

Electricity and Physical facilities:

Electricity and physical facilities related to maintenance are undertaken regularly as per the institutional requirement. There are totally four Xerox machines, some printers, biometric system, digital cameras and two invertors. Annual maintenance is paid for the upkeep of the facilities. The college has water purifiers and AC's. LCD projectors are installed for power point presentations for staff and students.

Academic and Support facilities:

The teaching staff, non- teaching staff and students are provided with ICT materials. Academics is the epicenter of any educational institute. Our college offers four teacher education programs and two certificate courses to enhance the skills of the prospective teachers.

As such it has a well established system and procedure for maintenance and utilization of available supporting facilities.

Laboratory facilities:

The college by virtue of offering four education programs has to maintain science laboratory, audiology laboratory and psychology laboratory. The maintenance includes purchase of material and service.

Library:

The library, our college learning centre, is partially automated with Inlibnet software for automation of books, with facility for bar coding. To handle issues/ problems regarding software package the software package personnel are called to offer their services. Pest control is taken care of. A library committee is constituted to look into the requirements of the Library in view of the curricular changes. Its composition includes Principal, Librarian and all course incharges. The course incharges recommend the books required by the course, subject to changes in curriculum.

Sports:

The students of our college are encouraged in both curricular and extracurricular activities. One of the senior faculty members is appointed as sports secretary. The college has both indoor and outdoor sports equipment. Sports are conducted annually for all students of the college. The Sports committee will recommend the material required, to the Principal

IT Facility:

To face the challenges of a global tech savvy society, ICT is very important component. Our college has a large computer laboratory as each of the programs offered by the college has ICT either as a project or as a full fledged paper. The faculty of the college are provided with a separate system along with browsing facility. There are two scanners. The computer laboratory incharge, course incharges and the principal discuss the requirements and place it before the purchase committee to buy more computers or to update and maintain the college website.

Classrooms:

Classrooms are the most important components of teaching learning. The maintenance and hygiene of the classrooms is followed in accordance with NCTE norms.